

INFORMATION AND CHECKLIST FOR NEW EMPLOYEES AT THE DEPARTMENT OF ONCOLOGY-PATHOLOGY WORKING AT SCILIFE LAB

Content:

HR DOCUMENTS.....	2
INFORMATION FROM THE HR-ADMINISTRATION.....	4
GUIDELINES FOR WORKING SAFELY.....	7
INTRODUCTION FOR SciLife Lab.....	12
NEW EMPLOYEES AND STUDENTS.....	13
ORGANIZATIONAL CLIMATE.....	13
SAFETY REGULATIONS.....	14
GENERAL RULES.....	15
LABORATORY RULES.....	17
SIGNATURE.....	18

New employees must go through the information and checklist with the help of the group leader, or the person appointed by the group leader. It is a help for the new employee to get into the routines we have at the department, and is necessary for the work environment.

To affiliate a new employee to KI, contact OnkPat IDAC: idad@onkpat.ki.se

For employees and students, who are active in KI's laboratory activities or other activities with corresponding risks, is the course **KI's Laboratory safety introduction** mandatory. There are different modules for administrative and laboratory staff. Sign up to the basic laboratory safety introduction here: <https://staff.ki.se/kis-laboratory-safety-introduction>. After completed course, send the certificate to Paula Mannström.

When the checklist is completed and signed, send it electronically to OnkPat coordinator Paula Mannström, paula.mannstrom@ki.se

When leaving the group, you may use our [checkout list](#). It is a reminder of what to do with samples, data etc. and assignments, which needs to be handed over before leaving.

HR DOCUMENTS

REASON FOR STAY

*Only for co-workers who **don't** have an employment/scholarship contract at KI*

Please hand in a copy of this page to the HR-administration at GKS D2:02 together with:

- Copy of your residence permit (when applicable)
- Copy of "Personbevis" (if registered in Sweden) or copy of passport (if not registered in Sweden)

Name:

Position: Student, PhD, Postdoc, Researcher, Guest Researcher, T/A-staff,

Other:

Employed/Scholarship by another employer:

Exchange student from another University:

Master thesis/project for studies at KI:

Master thesis/project for studies at another University:

.....

Other reason:

Period for staying at OnkPat

From: To:

[Information regarding the insurance](#) that applies during working hours and to/from work.

For affiliation to KI, contact OnkPat IDAC idac@onkpat.ki.se

.....
Signature employee/student

.....
Signature group-/team leader

**Closest relative / next-kin
Person to contact in case of EMERGENCY**

Students should fill in this form

Surname, first name	Nationality
Phone number (home/mobile)	Address
E-mail	

Name of the Group Leader

Surname, first name	Phone number
---------------------	--------------

Information about closest relatives / next-kin

Name of closest relative 1:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:
Name of closest relative 2:	(Relation)
Closest relative's phone number: home/work	Closest relative's address and country:

Signature

Date	Signature employee/student
------	----------------------------

Please keep the original in your research group!

INFORMATION FROM THE HR-ADMINISTRATION

Head of the Department: Lars Holmgren, E-mail lars.holmgren@ki.se

Head of Administration: Maria Von Witting, E-mail: maria.von.witting@ki.se

Head of HR: Anne Jensen, E-mail anne.jensen@ki.se

Contacts to the Administration

Employees and students at the Department have access to administrative and service functions within economy, HR, education, IT and infrastructure. Please find the contacts to the Administration [here](#).

Your employment

At the web page, [Your employment](#) you will find more information regarding rules and regulations for your employment, where you can read about working hours, holidays, insurance and occupational health service among other things. Also, please read the introduction for new staff [here](#).

PA-web

[PA-web](#) is the system where KI-employees can report sick leave, apply for vacation (only technical and administrative personnel) or parental leave and make expense claims. Here you can also see your wage statement, change your address and register your competence.

Emergency contact ICE

Contact details for the emergency contact(s) are needed in the event of, for example, illness or an accident that you may suffer as an employee during working hours. It is important that the employer can reach people close to you if something were to happen.

You as an employee register/change your emergency contacts yourself by clicking [HR-archive](#), information for at least one person needs to be provided. When the employee's employment is terminated, the information for the emergency contact(s) is automatically deleted. More information is found here: <https://staff.ki.se/emergency-contact-ice>

For students who are not employed, fill in the form [closest relative/next kin](#) and give to the supervisor to be kept in the research group.

Calling in sick

If you get sick, you must report it in the [PA-web](#) on the first day. Also, inform your group leader when you are sick. When you are back at work, report this in the PA-web, otherwise it will affect your salary. Sickness pay and sickness benefits KI pays sick pay from the first day of sickness, at 80%. A withdrawal deduction (Karensavdrag) is made from the sick pay and the size of the deduction depends, among other things, on the extent of the absence and any other current leave.

You must submit certification from your doctor to your workplace on day 8 if you have been sick for more than seven calendar days. If you are sick for more than 14 calendar days, the HR department will send a report to the National Insurance Office (Försäkringskassan) who will take over the responsibility for your sick leave payment from the 15th day. In addition, KI pays out a sickness allowance supplement up about 90% of your regular salary.

If you get sick during vacation, you need to report this to the workplace and in the PA web on the first day of the sick leave. If it is not reported on the first day of illness, the employee must submit a medical certificate that is valid from the first day of illness.

How to register your sick leave in the PA web:

1. Log into the PA web: <https://primula.ki.se> or go to <https://staff.ki.se/> and choose PA web in the Digital tools menu
2. Click on My page → Sick leave and register your sick leave
3. Register your return in the PA web your first day back at work

Vacation

Teachers, researchers and research students have a standard vacation, which means that it is assumed that all vacation days are taken out during the year. The vacation supplement is normally paid out twice a year: once in the summer and once in the winter.

Employees with a standard vacation do not use the PA-web to apply to take out vacation days but technical and administrative staff must apply in the system. However, everybody should always apply for vacation to their group leader and is responsible to keep track of their vacation during the year.

Reporting secondary occupation

Employees who have secondary occupations must report these annually in the PA-website. Employees who do not have a secondary occupation shall not report. Any possible changes of the secondary occupation must be reported on an ongoing basis. The obligation to report also applies when the secondary occupation during the parental leave, leave of absence or sick leave. KI continues to make an exception for employees whose employment rate is 20 percent or less. These employees are recommended to instead report secondary occupation to their main employer.

Performance management dialogue at KI (Medarbetarsamtal 1)

Employee performance should be a structured dialogue between managers and employees about overall operations and strategy and how each employee can contribute to work development. It is important that managers and employees have an opportunity to discuss the conditions for achieving good results, for example regarding resources, work environment and collaboration. Every year all employees will be given the opportunity to have a performance management dialogue with their manager and it is the manager's responsibility that the dialogue will take place.

Avonova – occupational health service

If you are an employee or a scholarship-funded doctoral/post-doctoral student, you can turn to [Avonova](#) in the event of any work-related health issue. By work-related, we mean that there must be a connection between your health and your ability to work, and to the demands at work.

Staff support by Falck Healthcare

Telephonecounselling: 0200-21 6300

The staff support includes both work-related and private matters. The service assists with matters concerning, for example, relationship problems, addiction issues, personal crises and questions regarding legal matters (e.g. tenancy agreements) or personal finances.

The service may be used by KI employees and scholarship-funded doctoral and post-doctoral students. The service is available round the clock (a social worker answers your call). You are

entitled to up to three confidential counselling calls with a specialist per case/situation. The specialist could be a financial/legal counsellor or a psychologist/behavior scientist. For more information, read about [staff support](#).

Discrimination or harassment

Read about KI's work concerning equal opportunities [here](#). In cases of discrimination or harassment, get in contact with any of the dedicated contact persons at the Department. Contact information can be found in a document on this [web page](#).

Threats and violence

Threatening and violent behavior is a serious working environment problem for our staff and students. KI will not tolerate any such behavior in the workplace. If you or a colleague is affected, contact your immediate supervisor, the Safety representative or the Chief Security Officer.

Code of conduct – for a good working atmosphere at KI

The code of conduct is based on the fundamental core values of KI. It clarifies the responsibilities of all co-workers at KI and what is expected of each individual, mainly from a psychosocial work environment perspective. [Code of Conduct](#) for new co-workers at KI (appendix to agreements for employment or affiliation) 2015-03-16
Version: 1.0. 2015

Sustainable development and environment

KI has set up a major goal for contributing to a better environment and more sustainable development through an integration of a sustainability perspective into its research and educational activities. Significant environmental aspects are considered in such priority areas as research, education, energy, travel, procurement, purchasing, laboratory safety and waste. Accordingly, KI has developed a program and an action plan to decrease the negative impact of its activities on the environment. All employees at KI should be aware of this program and the guidelines to environmental and sustainability work and such rules relating to their own work. Please, watch the video [One KI for Sustainable Development - KI PLAY](#). Learn about sustainability at OnkPat at [Environment and sustainable development at OnkPat | Karolinska Institutet \(ki.se\)](#)

Ethics

It is mandatory for all researchers at KI to use KI ELN electronic lab book, follow this link <https://staff.ki.se/ki-eln-the-electronic-notebook>. All experiments you perform should be documented in your electronic laboratory notebook. It should be explained in a way that it is possible for anyone, especially the supervisor, to understand what you have done and to be able to reproduce the procedure/experiments. For information about collecting and storing research data, follow this link: <https://staff.ki.se/research-data-management>

IT support, rules and safety

Fixit is the IT-support for our department. If you need help on technical computer support, purchase of computers and software, telephones or information about how to store and share of research data, email to fixit@ki.se or visit their webpage <https://staff.ki.se/fixit>. Information about wireless networks on Campus is found at <https://staff.ki.se/wireless-networks-on-campus>

KI policy prohibits surfing on dubious sites. You are not allowed to give out passwords and access codes to anyone outside the lab. No private computers are allowed to be connected to

KI network. Computers that are to be discarded must be sent to Fixit for destruction. If another person in the group takes over your computer, this must be reported to Fixit for administrative and inventory purposes.

The email system is for business-related tasks. Private use is only allowed to a limited extent and as long as it does not affect your work.

Confidentiality

Scientific presentations made at lab meetings or scientific discussions between different group members are confidential.

Purchase and public procurement

Since KI is a Swedish agency, you need to use frame agreements or make a procurement if you want to buy a product or service. More information can be found at <https://staff.ki.se/purchase-and-public-procurement>. You may contact OnkPat's procurement officer paula.mannstrom@ki.se or for guidance in direct procurements over SEK 100 000 contact the central purchasing coordinators (CIS): Josip Ravlic, josip.ravlic@ki.se, tel. 08 - 524 860 42, 070 – 21 05 857 and Madeleine Gråbergs, madeleine.grabergs@ki.se, tel. 08 – 524 860 08, 070 – 22 09 437 via Teams or email to inkopupphandling@ki.se

GUIDELINES FOR WORKING SAFELY

For detailed information about laboratory safety, follow this link: <https://staff.ki.se/laboratory-safety>. Karolinska Institutet and the work environment group at OnkPat want all coworkers and students to work in a safe and secure manner. To be able to follow the safety routines within KI sign up to the basic laboratory safety introduction: <https://staff.ki.se/kis-laboratory-safety-introduction>. After completed course, send the certificate to [Paula Mannström](#).

Make sure you have knowledge about fire safety, a mandatory fire safety training should be conducted within 6 months from employment and then repeated every 4th years. For information and link to fire safety training, please visit <https://staff.ki.se/fire-safety>

Lab work: general information

During laboratory work, it is important to protect yourself and your fellow workers against hazards and injuries. It is the responsibility of each group to **inform about the risks** in our premises to people from outside when entering our workplace.

Remember to have labels and handling instructions clearly visible. Follow all steps in the working instructions; **use proper protective clothing**. Always make sure to mark all the lab containers that you use with your name (Do not label directly on the containers, use etiquettes for labelling) date and content and warning labels if needed. Before putting glassware for washing, **rinse thoroughly** and make sure to remove the marking. Never put glassware used for bacteria cultures for dishwashing.

When you begin to work with a certain method/protocol, **first step = read the risk assessment before you start**. If there is none for that protocol, you need to write it before starting the experimental work. Add comments if anything is changed or modified when using the protocol.

Eating, drinking and smoking are prohibited in the laboratory.

Hazard chemicals should ONLY be used in a designated chemical hood.

Never use any equipment without being instructed by a person who knows the equipment.

Remember: Everybody is responsible for keeping the laboratory clean and tidy!

Chemicals/chemical room

For specific question about chemicals, please contact chemical representative Anna Malmerfelt, anna.malmerfelt@ki.se or consult <https://staff.ki.se/chemical-safety>

- All chemical used at Karolinska Institutet has to be registered in KLARA, https://secure.port.se/alphaquest/app_kikem/pcmain.cfm. Each group have a responsible person who register all chemicals in the system. In KLARA, you can search for chemicals and find the safety data sheets (SFDS) without signing in.
- Chemicals are stored in the ventilated cabinets in the chemical room or labs assigned to the PI.
- Handle all flammable chemicals on the ventilated bench
- Flammable chemicals are stored in the fire safety cabinets assigned to the PI.
- Acids and bases are not stored together and always below waistline.
- **Risk** assessments for carcinogenic, mutagenic and/or toxic for reproduction (CMR) products have to be done in KLARA together with a [documented investigation for replacement products](#). Examples of CMR products to less toxic ones can be found following this link: <https://www.vgregion.se/om-vgr/organisation-och-verksamhet/miljovgr/miljoplan-2017-2020/kemikalier/nationella-substitutionsgruppen/>
- Disposal of empty bottles/containers in the appropriate places is each person's responsibility, as is keeping order/cleanliness in this room.
- The use of chemicals and the work in the chemical room must be done according to GLP (good laboratory practice).
- Prior to work with allergenic substances (marked H317, H377); a statutory medical check-up is required. <https://staff.ki.se/chemical-safety> Contact Avonova to book the check-up.

Risk assessments

The risk assessments are living documents and should continuously be updated in KLARA and signed by the group leader. The risk assessment should include description of the method and risks in the procedures, personal protection, action in case of spill and accident. It is important that the risks and handling instructions are displayed in the lab and known to all people who works in the laboratories, including groups who share labs. Pregnant and breastfeeding co-workers are entitled to an individual risk assessment of their work environment together with the group leader. Remember that the risk is substantial at early stages in pregnancy. For more information, follow this link: <https://staff.ki.se/pregnant-and-breastfeeding-co-workers>

Biosafety

Working with genetically modified, contagious microorganisms (GMM) requires notification (safety level 2) or permit (safety level 3-4) from the Swedish Work Environment Authority. Handling instructions according to the risk assessment must be followed. OnkPat's contact person for Biosafety is paula.mannstrom@ki.se. Direct your applications and question regarding biosafety issues to her.

Handling of human material (blood, tissue etc.)

All human material is potentially infectious, and therefore with outmost care, carried out in a BSL2 laboratory. Before handling human material, you need to receive an introduction and take part of or perform a risk assessment, HUMRA. Vaccination against hepatitis B is offered from [Avonova](#). If you for some reason do not wish to be vaccinated, you need to have a signed agreement with your PI and the head of department. You are obliged to follow the handling instructions. Gloves, lab coats and working in microbiological safety cabinets are mandatory. Centrifugation of human samples needs to be carried out in adaptors with lids. Waste, which has been in contact with blood etc., should be discarded in yellow boxes with correct labelling. Place lids on the boxes, when the box is full, seal the lid firmly and put it in the trolley inside the environment room. Discard sharp items like needles, scalpels and pieces of glass in the special yellow containers with safety lids to avoid injuries.



Animal experimentation

[Comparative Medicine](#) is the unit at KI who is responsible for information, application and education related to animal experimentation. All employees who are going to work with animals must perform the mandatory animal course and are offered a free of charge allergy test at [Avonova](#). Only organs/tissues from animals can be handled at BioClinicum.

Security

Do not open doors to strangers without asking about their business in the premises. Do not be afraid to stop anyone who you do not recognize. Laptops, phones or other valuables should never be left unattended.

Working alone

Hazardous work should be avoided when working alone after working hours or during weekends. In case of accident, emergency/switchboard numbers must be known. **A risk assessment for working alone must be done with your supervisor.** Temporary students are **NOT** allowed to work alone after working hours or during weekends.

Accident/Injury

In case of emergency, call 112.

For chemical accident, read in the risk assessment/handling instructions or in the safety data sheet for the specific chemical found in [KLARA](#).

Splashes into the eyes: rinse immediately with plenty of water, at least 20 min. There is special equipment for rinsing eyes.

Spills on the skin: rinse with water; remove contaminated clothes, shoes, watch, rings etc. Wash with soap and water.

Spills on the floor/bench: Use “vermiculite” to absorb larger spills of solvents. You can find it in the waste room. For smaller spills, there are “spill kits” next to the emergency showers. Follow the instructions of the spill kit.

Inhalation: Sit down and breathe fresh air.

Ingestion: Do not induce vomiting! Especially not if it is an organic solvent you swallowed. Poison information center (010-456 6700).

Burns: If the clothes are burning, extinguish the fire by lie down on the floor and protect the face. Apply water or use a **foam fire extinguisher**, or suffocate the fire with a fire blanket, starting from the head. In case of huge spills of aggressive liquids or fire, use emergency showers in the corridor.

Report an incident

It is important to report if you have been involved in, or witnessed some kind of irregular or unlawful situation or noticed a potential danger. Contact your supervisor and safety representative. The more we get to know, the more effectively we can act for a safer, more secure and sustainable workplace. In the report system on this site: <https://staff.ki.se/report-an-incident> you can report:

- near incidents – an unwanted event (discrimination, harassment or incident that could have led to a personal injury/ill health)
- accident at or travelling to/from work
- work-related sickness

Thefts should also be reported to the police: <https://polisen.se/utsatt-for-brott/polisanmalan/>



Policy Document for SciLife Lab

May 2016, version 4 **INTRODUCTION**

NEW EMPLOYEES AND

STUDENTS ORGANISATIONAL

CLIMATE SAFETY

REGULATIONS

Emergencies

Keys and access cards

The alarm system

Laboratory areas

Solitary work

GENERAL RULES

Network and e-mail

Acceptance of publication

The lunchrooms

Waste

LABORATORY RULES

Laboratory safety

Common areas

Instruments

Chemicals and solvents

INTRODUCTION FOR SciLife Lab

This policy document contains important information regarding, rules and good practice at Science for Life Laboratory. All people working at Science for Life Laboratory, regardless of organizational affiliation, are required to read, sign and return this document to the administration prior to starting work here. By signing the document, the employee agrees to comply with the rules as well as to stay informed on the contents of newer versions of the policy document.

Science for Life Laboratory is not an organization or employer, but a center formation run jointly by Royal Institute of Technology (KTH), Karolinska Institutet (KI), Stockholm University (SU) and Uppsala University (UU). At the Science for Life Laboratory premises in Stockholm, scientists from the three mentioned Stockholm universities and sometimes companies are working side by side. This means that different rules apply depending on where you are employed. Though some issues require common rules and these are outlined in this policy document.

For more detailed information visit the Science for Life Laboratory intranet (<http://intranet.SciLifeLab.se>). Here you have access to support, relevant documents, contact information and upcoming events.

1. NEW EMPLOYEES AND STUDENTS

All newcomers must have a supervisor who is responsible for their introduction and their stay at Science for Life Laboratory. Supervision of new students and employees include:

- New employees and students should be properly introduced to all colleagues during one of the first working days. An e-mail with name, photo and research group/facility addressed to everyone@scilifelab.se is recommended.
- An introduction to the premises, including a demonstration of the nearest emergency exit, emergency showers, eye baths and firefighting equipment.
- Information about the general risks involved in laboratory work as well as lab specific risks, together with a demonstration of when and how risk assessments are used and where to find Safety Data Sheets (SDS's).
- Information about the general rules and policies of Science for Life Laboratory and guidance of the laboratory work. This should be done continuously, but the newcomer should be made aware of general rules during the first days.
- It is the responsibility of the supervisor to make sure that new students and employees are taught how to use relevant equipment, methods and procedures.

The checklist for introduction of new employees covers topics that newcomers need to know before starting their work at Science for Life Laboratory. When the checklist has been completed, it should be signed by the supervisor and newcomer (employee or student) and returned to the administration.

People not working in the laboratory, for example bioinformaticians, administrative staff and similar, MUST be familiar with the general rules and policies as well as the basic safety regulations at Science for Life Laboratory.

The administrative staff gives a general introduction to Science for Life Laboratory for new employees twice a year.

2. ORGANIZATIONAL CLIMATE

Science for Life Laboratory aims to produce front line research and to have a work environment characterized by great collaboration. A precondition for that is that everyone working at SciLifeLab treats each other with respect and consideration and have a positive and professional approach when interacting with others.

SciLifeLab does not tolerate discrimination, harassment, bullying or victimization, nor threats and violence. If you experience a situation where you have been exposed to any 'undesired behaviors', or if you have noticed someone else being exposed, you should always consult someone you feel comfortable talking to, e.g. your supervisor, HR at your university, HR at SciLifeLab or any of SciLifeLab's safety officers.

3. SAFETY REGULATIONS

Emergencies

In case of an emergency (fire, accident, burglary): **call SOS alarm at 112**. The SOS-alarm can redirect to the poison information central if needed. Make sure that the administration has accurate contact information to your next of kin. People working at Science for Life Laboratory are expected to attend the fire safety and first aid education that is offered by the administration.

There are evacuation plans in the main corridor on each floor. Make sure you know what to do in case of a fire alarm.

High signal alarm indicates that there is a fire:

- Inform your colleagues. Remember those who are working in closed areas.
- Evacuate the building. Help your colleagues if they are injured or in panic. Close the doors. Do not use the elevator.
- Reassembly point: Nobels Väg 18 (outside the SMI lunch restaurant).
- Low signal alarm and blue lights in the lab corridors indicates that the airflow is shut down in the building and/or that a fire alarm has gone off somewhere in the building. Do not rely on ventilated work areas, such as fume hoods, when the low alarm is signaling.

4. Keys and access cards

Keys and access cards (equivalent to a key) are considered as personal and valuable items not to be left unattended or lend out. When collecting an access card or a key you will sign a document holding you in charge of the item's safety. If your access card or key is lost or broken please contact SciLifeLab's administrator. Access cards and keys are the property of Science for Life Laboratory and must be returned to the administration when you finish your employment here.

To use an access card at Science for Life Laboratory you have to comply with the following:

- Do **not** lend out or transfer the access card to another person.
- If the access card is damaged, lost or has been stolen, it must be promptly reported to the administration at Science for Life Laboratory.

The alarm system

All doors with a keypad are connected to the alarm system. When the alarm goes off it is immediately forwarded to the alarm company (Nokas). When the alarm company receives an alarm, they will try to contact specific people at Science for Life Laboratory. **DO NOT ACTIVATE THE ALARM! Unless there is an emergency.**

The alarm will be activated every time you:

- Use the emergency handle.
- Hold the door open too long.
- Open the door without an access card OR without the key button.
- Fail to close the door properly.

At Science for Life Laboratory we also have deep freezers (-80°C and -140°C) that are connected to the alarm system. Always talk to the responsible person for the specific freezer before starting any work with the freezer.

Freezer alarms will go off:

- When the temperature reaches the set value.

Laboratory areas

All sorts of hazardous chemicals, flammables and infectious agents are being handled in the laboratories at Science for Life Laboratory. Respect the warning signs and never enter a laboratory area without permission.

Personnel without laboratory training are not allowed in any laboratory areas.

Food, drinks or similar are not allowed in the laboratories. Laboratory gloves are not allowed outside laboratory areas. If you consider it necessary to wear gloves outside the laboratories ALWAYS keep one hand glove-free for touching handles, buttons, doors, etc.

Note that the SciLifeLab solvent room and any other area where chemicals are handled are laboratory areas.

Solitary work

If you are working during late nights or holidays, make sure that someone knows your whereabouts. When working weekends or late nights, pay attention to other colleagues and make contact when coming and when leaving for the day. Experiments that include risks and/or serious consequences of an incident should not be done as solitary work. Always read the risk assessment before planning your experiments. Always make a colleague aware of when you are going to work in the cold room or any other closed area.

Students are not allowed to do solitary laboratory work, that is, the supervisor should be within the premises whenever a student is in the laboratory.

5. GENERAL RULES

Network and e-mail

Windows computers need to have an up to date and functioning anti-virus system in order to be connected to the Science for Life Laboratory network. It is not allowed to connect any private network equipment, no routers, no network switches, hubs etc.

Please contact SciLifeLab's administrator to get an email account at Science for Life Laboratory. In order to make things as smooth as possible, please use only one e-mail address, either the one at your main university or the one at Science for Life Laboratory, a forward function is recommended to use. Your e-mail accounts, as well as your file server account, documents on Google docs and access to the intranet will be closed when leaving Science for Life Laboratory. Keep this in mind when supplying an e-mail address in publications, job application etc. Never email a password in plain text. If you lose your password you will have to contact SciLifeLab's administrator.

Acceptance of publication

Scientific papers produced at Science for Life Laboratory should be affiliated to Science for Life Laboratory. This according to the rules set up by the board. There are two variants to choose from (typical examples below):

- 1 Science for Life Laboratory, Department of Medical Epidemiology and Biostatistics, Karolinska Institute, Box 1031, SE-171 21 Solna, Stockholm, Sweden
2. Department of Medical Epidemiology and Biostatistics, Science for Life Laboratory, Karolinska Institute, Box 1031, SE-171 21 Solna, Sweden

Your choice might depend on where you are actually working, but the first variant is the most suitable. Each person writes the department where they are formally employed and SciLifeLab on the same line. You should avoid using double affiliations (two addresses), because then KI (in this example) will lose $\frac{1}{2}$ a publication. By using the examples above, all parties get full credit.

The lunchrooms

There are two lunchrooms located in Alpha 2 and Gamma 2. Most floors have kitchenettes equipped for hot meals. These accommodations are for our common benefit and we are all responsible for keeping them clean and tidy.

Waste

There are detailed instructions at the intranet for how to dispose of different types of waste. *N. b.*, the person that produces hazardous waste is responsible for it's proper packaging, labeling and disposal. ALWAYS write your name, group and telephone number before leaving any hazardous waste in the allocated rooms in Delta. Before starting laboratory work that produces hazardous waste you should read the document "Waste disposal at Science for Life Laboratory" and the Safety Data Sheets of the chemicals involved. If you have questions regarding waste, write to the Lab & Administrative Support.

6. LABORATORY RULES

Laboratory safety

You are working in a research laboratory. This means that you will handle chemicals or reagents with unknown toxicity and possible harmful properties. Always read the risk assessment and the appropriate SDS's when doing an experiment or method for the first time. If there is no risk assessment and the experiment involves hazardous chemicals or dangerous procedures, you (or someone else) must write a risk assessment before starting the work. Use the protective equipment outlined in the risk assessment. Keep your working area tidy and clean up after yourself at the end of the working day/experiment.

If there is anything you are not familiar with or are unsure how to handle, always ASK your supervisor, the responsible person or someone else. This is very important in order not to cause damage to yourself, your colleagues or the laboratory equipment.

Basic protective equipment, lab-glasses and a lab-coat should be worn at all times in the lab. Gloves should not be worn when working close to flame. Once again, this applies to SciLifeLab solvent room and any other area where chemicals are handled.

Common areas

All shared areas (*i. e.* the chemical storage rooms, the sculleries, the gel staining-room) have to be cleaned immediately after use, and all things brought there must be removed straight away. Before you leave such an area to continue your laboratory work, check the status of the used area, for the sake of your colleagues' safety and well-being.

Instruments

Each instrument at Science for Life Laboratory has a responsible person that makes sure that the instrument works and helps solve serious problems. Before using an instrument for the first time, you must ask for an instruction from your supervisor or the person responsible for the instrument. Some instruments require a driver's license. If you want to use an instrument that belongs to another group, ALWAYS ask for permission from a senior group leader or the person responsible for the instrument. You will find the list of persons responsible for instruments on the intranet. Most instruments are booked through an internet-based calendar or in a calendar located next to the instrument. Cancel your reservation in due time if you do not need your reserved time, so that other persons can use the instrument. For instruments included in the quality assured activities, there is a logbook that must be filled in after each run. If an instrument malfunctions, make a note in the logbook and contact the person responsible for the instrument as soon as possible. This is to make sure that other users are not affected by the problem.

If you need to call for service or repair common instruments, remember to issue a ticket to the Lab & Administrative support beforehand so that the invoices can be attested.

Chemicals and solvents

Lab coat, safety glasses, covered shoes and appropriate gloves should be used when handling chemicals. It is a requirement to use covering clothing (e.g. long pants, gloves, etc.)

When handling harmful amounts of corrosive and/or toxic substances. Use a fume hood, and work with the sash as far down as possible using forced airflow. Be sure to remove chemicals and solutions after the work is finished. The hood should be clean and tidy; it is not a storage place. Your buffers and solutions should have appropriate labeling with name, date and content. Everyone should be able to understand the contents of a bottle from the label.

Make sure that chemicals and solvents are stored according to their properties (see the SDS). For flammables, do not store more than the volume necessary for the days experiment outside a ventilated or fire-safe cupboard. Maximal volume of flammables **per floor** (outside of a fire safety cabinet) is 50 l. For flammable gas the limit for open storage is 5 L in open storage per floor.

If you own or handle chemicals or solvents, read the document “Chemical handling at Science for Life Laboratory”.

7. SIGNATURE

I have read and understood the content of the Policy Document for Science for Life Laboratory.

I ensure that I will keep myself up to date with any new versions of this document on the Science for Life Laboratory intranet.

Signature of employee

Date

Printed name